

IDAHO NOTARY PUBLIC COMMISSION CHANGE OF NAME AND/OR RESIDENCE ADDRESS

Name Change Instructions:

To effect a change of name for Notary purposes, purchase a new rubber stamp seal from a Stationary Store, Office Supply or Stamp Company. The stamp must have a milled or serrated edged border and state the new name with the words "State of Idaho" and "Notary Public". No other words or graphics are permitted on an official notary public stamp.

Complete and return this Change of Name and/or Residence Address form and a \$5 fee to the Office of the Secretary of State prior to using the new name and seal for notary purposes.

You will receive a Notary Public Commission certificate with the new name within a few days.

Residence Address Change Instructions:

To change your **residence** address for notary purposes, complete and return this Change of Name and/or Address form and a fee of \$5 to the Office of the Secretary of State within 60 days of the change. No certificate will be issued.

Mailing Address Change Instructions:

To change your **mailing address only**, complete and return this form. There is no charge to do this. No certificate will be issued.

- 1) Currently Commissioned under the name of: _____
- 2) File Number (optional): _____
- 3) New Name (Please print): _____
- 4) New **Residence** Address, if applicable (**physical address only**):

- 5) Mailing Address to which the New Certificate of Commission is to be sent for Name Changes or Change of Mailing address only:

- 6) Day Time Phone Number: _____
- 7) Signature: _____
- 8) Place sample of new stamp here, if applicable. seal

Mailing Address: Secretary of State's Office, PO Box 83720, Boise ID 83720-0080
Check are made payable to the Secretary of State.